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CIA MANAGEMENT SYSTEM:

PERFORMANCE EVALUATION AND ANNUAL REPORT

1. An Agency performance management system has recently been inaugurated. This system includes the issuance of objectives by the DCI (within the context of Agency mission and Community objectives), by the Deputy Directors for their Directorates, and by the heads of Components (Offices, Divisions within the DDO). Approved objectives are to be the basis for evaluation of performance on an annual basis. An Annual Report will be the principal vehicle for component self-evaluation and for reporting to higher management on performance.

2. The first full cycle of the performance management system began with the announcement of DCI FY 1974 and FY 1975 priorities and general objectives in December 1972. These DCI priorities and objectives, in conjunction with budget and manpower levels issued by OMB, provided the basis for the development of Directorate and Component objectives by the Directorate and Component chiefs respectively. Directorate and Component Operating Program (Program Execution Plan) submissions incorporated DCI, Deputy Director and Component objectives (as appropriate) for submission by 30 April 1973. The Directorate and Component objectives will be reviewed and approved at the Director's

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Planning Conference in June. Approved Objectives will thereupon become effective.

3. Annual Reports will be prepared by each Directorate and Component. The Reports will indicate accomplishment, progress or shortfall with respect to each objective and will include appropriate analysis and evaluation. The Component Annual Reports will constitute a principal input into Directorate program review processes. They will also serve as Component annual histories.

4. Because the performance management system has just been inaugurated (beginning December 1972) and final objectives will be reviewed and approved in June, Annual Reports due this coming September and October (see paragraph 5, below) will address the approved objectives as if they had been issued at the beginning of FY 1973 and, in effect, give a status report with respect to each of the Objectives as of 30 June 1973. This should be feasible since most of the DCI and DD objectives relate to one or another of the longstanding missions of the Directorates and Components. In subsequent years the Annual Reports will follow a full objective identification and performance cycle. The FY 1974 Annual Report, for example, will deal with the objectives which were identified in December 1972 and approved in June 1973 for implementation. ✓

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5. Component reports for FY 1973 will be submitted simultaneously to the appropriate Deputy Director and the Secretary, CIA Management Committee by 1 September 1973. Directorate reports will be due to the Secretary, CIA Management Committee, on 1 October. See attachments for formats of Component and Directorate Annual Reports.

6. The Agency Annual Report will be completed by O/PPB by 1 November and provided to the National Security Council and the President's Foreign Intelligence Advisory Board.

Attachments:

A - Directorate Annual Report

B - Component Annual Report